



## Oregon Joint Force Headquarters

HUMAN RESOURCES OFFICE/HR

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<http://www.orport.ang.af.mil/>

### Announcement #AF06-077

### ELECTRONICS MECHANIC

(Re-advertisement of AF06-058; those who applied under AF06-058 will be considered under this announcement)

### Internal Air Technician Vacancy Announcement

**Open Date:** 8 June 2006

**Closing Date:** 29 June 2006

**Series/Grade:** WG-2604-12

**Salary Range:** \$22.52 - \$26.26 Per Hr

**ENL CMF:** 2E2XX, 2E1XX, 2E3XX, 2E000

**PD#:** 80071

**Location:** 270 ATCS, Kingsley Field, Oregon

**Type of Appt:** Excepted **X** Enlisted **X**

**PCS:** PCS is not authorized

#### Areas of Consideration:

**First Area:** Current permanent full-time support personnel of the 270<sup>th</sup> Air Traffic Control Squadron.

#### Summary of Duties:

The purpose of this position is to serve as shop chief over a small organizational segment in a maintenance function with responsibility for the overall shop operation. One or more employees who perform work in the Electronics Mechanic, WG-2604-11 occupation are assigned to the shop.

#### Method of Evaluating Qualifications: **Knowledge, Skills and Abilities (KSA)**

**Candidates will be evaluated on the KSAs listed below.** In addressing each KSA you should describe, accurately and completely, the tasks, activities, education and experience which demonstrates your possession of the KSA listed below. Also, **give the percentage of time or number of months you performed the KSA.** Include all military experience, qualifications or training in MOS related to the position. Mere possession of an MOS is not necessarily qualifying experience; months of actual experience is the qualifying factor.

**APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE, KSAs:**

### General Experience

Experience, education, or training which demonstrates the applicants knowledge of electrical or electronic theory, knowledge of common testing procedures, skill in the use of hand tools of the electronics trade, and skill in reading schematics.

### Specialized Experience

On a separate sheet of paper, identify how you gained specialized experience required for this position. Applicants applying for the **WG-12** level must have **18 months** experience in positions that demonstrate the following knowledge, skill, and abilities (KSAs):

1. Ability to establish priorities for the installation, repair, and maintenance of electronic systems or equipment using principles, basic functions and application of theory of electronic systems or equipment.
2. Ability to establish schedules for the inspection, troubleshooting and diagnosing of malfunctioning electronic equipment and systems and determine the level and method of repair.
3. Skilled in the use of hand tools and precision measuring equipment to make mechanical repairs of systems.
4. Skill in using diagnostic and testing equipment to include but not limited to deviation meters and complex special test panels.
5. Ability to interpret technical manuals, illustrations, specifications, diagrams and schematics to make repairs and modifications.

### Substitution of Education for Specialized Experience

Study successfully completed in a college, university, technical or vocational school may be substituted for experience at the rate of one year of study (30 semester hours of instruction per week) for 6 months of experience. Courses must be directly related to the work of the position.

### Special Information

Unit of military assignment is any unit supported by **COUTES** in **AFSC:** 2E2XX, 2E1XX, 2E3XX, 2E000. Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program. Acceptance of a permanent or indefinite position with the Oregon National Guard will cause termination from any Guard recruitment bonus or Guard Paid Student loan. A law enforcement background check may be required prior to appointment to this position. By submitting a resume or application for this position, you authorize this agency to accomplish the check. This is Dual-Status position and membership in the Oregon National Guard is required.

**Your comprehensive resume or OF 612 (Optional Application for Federal Employment)  
must contain:**

(In addition to specific information requested in the job vacancy announcement)

**JOB INFORMATION**

Announcement number, title, and grade(s) of the job for which you are applying.

**PERSONAL INFORMATION**

Full name, mailing address (with ZIP Codes) and day and evening phone numbers (with area code)

Country of citizenship (Most Federal jobs require United States citizenship.)

Reinstatement eligibility (If requested, attached SF 50 proof of your career or career-conditional status.)

Highest Federal civilian grade held (Also give job, series, and dates held)

AFSC(s)/MOS(s) you hold and your military rank.

**EDUCATION**

High school:

Name, city, and State (ZIP Code if known)

Colleges and universities:

Name, city, and State (ZIP Code if known)

Majors

Type of any degrees received (If no degree, show total credits and indicate whether semester or quarter hours.)

**WORK EXPERIENCE**

Give the following information for your paid and non-paid work experience related to the job for which you are applying: (Do not send position descriptions)

- Job title
- Duties and accomplishments
- Employers name and address
- Supervisors name and phone number
- Starting and ending dates (month and year)
- Hours per week
- Salary

Indicate if we may contact your current supervisor.

**OTHER QUALIFICATIONS**

Job related training courses (title and year)

Job related skills, for example, other languages, computer software/ hardware tools, machinery, typing speed.

Job related certificates and licenses. (current only)

Job related honors, awards, special accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards. (Give dates but do not send documents unless requested)

**APPLICATION PROCESS**

**Applications will be accepted in the Human Resources Office until 1630 of the announcement closing date.** Original resumes or applications are required. All applications or resumes must be signed and dated in ink. Government postage paid envelopes may not be used to submit resumes or applications.

**THE OREGON NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

## SAMPLE RESUME FORMAT

Please read announcement/ KSAs carefully to ensure that all required information is provided. Contact HRO should you have any questions regarding what is required on your resume. There is no correct format as to how your resume should appear. Additional pages of your resume will include your Name and the Vacancy number on each page.

### **John P. Smith, IV**

1234 Big Street Medium City, Any State 45678 H (555) 345-6789  
emailname@Internetserviceprovider.org

#### *Job Title announcement:*

Announcement number: AR04-123A

### **ANY State Army National Guard**

**2/15/87 - 12/31/06**

3rd Ranger Battalion

1234 Any Street , Any town, Any State 12345

(555) 123 – 4567

MAJ John Smith – Executive Officer

**Job Title, Rank, GS-15, Step 09** (if Federal Position)

Starting pay: \$100,000 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Planned and organized the armory maintenance function... Amount of time performed: 50%
- ✧ Revised maintenance schedule... Amount of time performed: 20%
- ✧ Prepared briefings for brigade... Amount of time performed: 10%
- ✧ Managed utilization and training of personnel... Amount of time performed: 20%

### **Big & Small Co.**

**2/15/64 – 2/14/87**

78910 Main Street, Suite 100, Metro city, Any State 67891

(555) 234- 5678

Ms. Jane Smith - Account Manager

**Your Job title**

Starting pay: \$3.00 an hour 40 hours per week

Job Description (what your duties were / are). Please be specific.

#### **Key accomplishments include:**

- ✧ Maintained customer accounts... Amount of time performed: 70%
- ✧ Cold-calling for potential clients... Amount of time performed: 20%
- ✧ Additional duties: Computer maintenance... Amount of time performed: 10%